



Town of Weare

Selectmen's Office
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www.wearenh.gov

Park & Recreation Commission

Pamela Moul, Chairwoman
David Lundeen, Vice Chair
Lisa Grolljahn, Director
Salim Blume, Ex-Officio
Denise Purington, Member

MINUTE TAKER

Task Description & Qualifications

Task Description:

- Accurately reporting attendance and discussion at the meetings Park & Recreation Commission. Anticipating 10 meetings in 2024. Minutes may be taken remotely, however there may be a few meetings that will need to be in person
- Accurately transcribing motions and the results of all votes
- Verifying spelling, grammar, and formatting of the minutes
- Transmitting completed draft minutes electronically to the town administrator and the board within 5 business days of the meeting date (required by NH law – RSA 91-A)

Qualifications:

- Previous minute-taking experience is preferred but not required
- Proven ability to meet deadlines
- Excellent communication skills, written and oral
- Excellent organizational skills
- Ability to work independently
- Proficiency with computers and online file sharing (such as Microsoft office and email applications)

Dated: February 7, 2024